

Security Information

RETURN TO

RECORDS SERVICES DIVISION  
GENERAL SERVICES OFFICE

**MEMORANDUM FOR:** Deputy Chief, General Services Office  
Chief, Records Services Division  
Chief, Printing and Reproduction Division  
Chief, Space, Maintenance and Facilities Division

**SUBJECT:** Classification of Documents

**REFERENCE:** a. CIA Notice [ ] dtd 27 November 1953  
b. Executive Order No. 10501 dtd 5 November 1953

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1. Reference a and b above have been distributed to all Divisions for circulation and reading by all personnel.

2. In accordance with paragraph 3e of CIA Notice No. [ ] dated 27 November 1953, each Office Head is required to designate persons by name or position with responsibility and authority to:

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a. Classify original documents.

b. Review on a continuing basis classified material for the purpose of declassifying, downgrading or upgrading.

3. The Chief and Assistant Chief of each Division are hereby designated as the principal and alternate to carry out the responsibilities listed in a and b above. The Division Chief may designate an individual to review on a continuing basis all classified material, but the final results of the review shall be the responsibility of the Chief of the Division.

4. The classification of documents originating in the Office of the Chief, General Services Office is the responsibility of the Chief and/or Deputy Chief, General Services Office. The Administrative Officer is responsible for the action in 2b above as it pertains to the Office of the Chief, General Services Office.

5. Mr. William J. Rhee, Security Officer, General Services Office, is hereby designated as the Assistant Classification Control Officer who in consultation with the CIA Classification Control Officer is responsible for the periodic review and the implementation of this order.

GSO/HJP:lw

cc:chrono

Subj.

Chf. Rec Mgt. &amp; Dist Br.

Chf. Mach. Ser.

Security Officer, GSO

[ ]  
Chief, General Services Office

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